



Nome Eskimo Community

Foreman

Department: Housing	Reports To: Housing Specialist	Status: Regular Full Time
Location: Nome	FLSA: Non Exempt	Pay Range: 9, 10, 11

Purpose of Position

Under general supervision of the Housing Specialist, responsible for the carpentry, construction and repairs of the NEC Housing Projects and leading the NEC Housing Crew.

Uphold the organization’s mission, and corporate values as well as demonstrate understanding of and compliance with organization’s policies and procedures.

Essential Functions

- Supervise and provide direction to our NEC Housing Crew. Responsible for the installation of siding, roofing, flooring, windows, doors, cabinetry, weather stripping, interior and exterior trim, framing of structures, including foundations, walls, stairways and interior partitions.
- Be proactive with the Housing Specialist in project planning to include project cost estimating, scheduling and implementation. Develop project timelines and material take-offs to ensure the scheduled completion dates and expected material budgets are met. Prepare project description, blueprints and sketches using hand and computer-generated drawings as needed for projects, environmental reviews, and building permits.
- Prepare the coordination of projects with contractors and sub-contractors for additional components of the projects. Request quotes, develop materials lists for projects and coordinate materials orders in coordination with the Housing Specialist.
- Prepare and oversee layout and assembly of project materials, shaping of materials to prescribed measurements, assembly of cut and shaped materials and inventories of materials, supplies, tools and equipment.
- Ensure any work performed on housing projects conform to applicable National, State, and/or local Building Codes and provide project progress through project work schedule, daily logs and photographs.
- Must maintain a safe work environment proactively with weekly safety meetings and monitor work environment for safety issues and immediately correct them.
- Assist basic facility and property maintenance including snow removal when required.
- Other duties as assigned.

Personal Traits:

Employees of Nome Eskimo Community are expected to promote the organization's mission and vision. Employees are expected to demonstrate integrity, professionalism, accountability, cooperation with and consideration of others.

Knowledge and Skills

All employees are expected to have general knowledge of Alaskan Native culture, traditions, history, and needs as well as customer service skills and the ability to manage their time and organize their work to ensure efficient performance. In addition, all employees should have a general knowledge of computers, copies, fax machines, and typical software, the ability to follow policy, procedure, instruction, communicate regularly with their supervisors, and the ability to understand and manage confidentiality.

Specific knowledge, skills and abilities required for position:

- Knowledge of National, State, and/or local Building Codes.
- Knowledge of OSHA Laws and Requirements
- Knowledge of Alaska "Cold-Weather Climate Building" techniques.
- Must be dependable, self-motivated, and work with minimum supervision.
- Skill in oral and written communication, skill in establishing and maintaining cooperative working relationships with others
- Ability to manage multiple priorities

Minimum Qualifications

- **Education:** Certification in Carpentry or a related field is required.
- **Experience:** Progressively responsible professional work experience may be substituted on a year for year basis for certification requirement. Must have at least 8 years comparable work experience or demonstrated proficiency at NEC. Must have minimum of 5 years of supervisory experience.

Additional Requirements or Credentials:

- Must have a valid Alaska Driver's License

Physical Requirements and Working Conditions:

- Must be able to lift at least 50 pounds
- Must be in good general health with the ability to be exposed to dust and fumes
- Use of hands and arms to operate tools and equipment
- Work is conducted in residential settings and a housing shop
- Stand and/or walk more than half the workday
- Bend, stretch, twist, crouch and/or reach
- Push or pull using up to moderate force

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job

description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Internal Approvals

Printed Name of Incumbent

Signature of Incumbent

Date

When possible, NEC will extend a Hiring Preference for employment to Alaskan Natives and Native Americans in accordance with section 7 (b) of Public Law 93-638, the Indian Self-Determination Act. NEC is also a drug free workplace. When required, applicants may be required to pass a criminal history check. Applicants that do not pass pre-employment requirements will not be considered.